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ABSTRACT

This document presents a proposal for the establishment of a University Senate for the Ohio State University. The University Senate, subject to the authority of the Board of Trustees, shall have the power: (a) under delegation by the University Faculty to establish the educational and academic policies of the University, to recommend the establishment, abolition, and alteration of educational units and programs of study, to recommend to the Board of Trustees candidates for honorary degrees, and to recommend candidates for degrees and certificates; and (b) to consider, to make recommendations concerning, and to act upon matters relating to the rights, responsibilities, and concerns of students, faculty, administrators, and staff. Discussed are membership in the Senate, term of office, representation and methods of selection, alternate members, procedures for reconsideration, relationship to other bodies, the presiding officer, committees of the Senate, and by-laws of the Senate. (HS)

ED 066110

A Proposal for the Establishment of a University Senate for The Ohio State University

(As amended through April 25, 1972)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION
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SECTION I: Membership

There shall be a University Senate, a unicameral body constituted as follows:

(a) Voting Members: The voting Members of the Senate* shall consist of

24 Administration Members
68 Faculty Members
40 Student Members

Any change in the number of Members representing one of the three categories shall necessitate an adjustment in the total Membership in order to maintain to the nearest percent the ratio of these numbers.

(b) Non-Voting Members: Senate Members entitled to participate in deliberations but not to vote nor to make motions shall include the University Ombudsman, the Director of Alumni Affairs, and one representative elected by and from the Intra-University Counselors' Organization.

SECTION 2: Term of Office

Ex officio Members serve by virtue of their position and shall have no fixed term of office.

Faculty Members shall serve three-year terms, with one-third being elected each year; they shall be ineligible for one year for re-election. [Members of the present Faculty Council shall serve out their terms as members of the Senate].

Student Members shall serve one-year terms and be eligible for re-election.

The Intra-University Counselors' Organization shall determine the length of term of its representative.

Except that the University College Council shall have the option of deferring the selection of its representative until sometime during the Autumn Quarter, the regular term of office shall begin on the first day of the Autumn Quarter next succeeding the Member's election or appointment.

SECTION 3: Representation and Methods of Selection

(a) The 24 ex officio Members from the Administration shall consist of the University President; the Provost and Vice President for Academic Affairs; the Vice President for Administrative Operations; the 16 Deans of the Colleges; the Dean of the Graduate School; the Director of the Libraries; the Secretary of the University Faculty; and two other members to be designated by the President for each Senate meeting from among the following administrators: the Executive Vice President, the Vice President for Development,

*Throughout this document the word "Senate" shall be taken to mean the University Senate.

the Vice President for Educational Services, the Vice President for Student Affairs, the Vice President for Medical Affairs, the Vice Provost for Arts and Sciences, and the Vice Provost for Minority Affairs.

(b) The 68 Faculty Members of the Senate shall be elected by the University Faculty on Regular Contract.

(1) Elections of the Faculty Members of the Senate shall be administered and supervised by a committee of three persons chosen from and by the Faculty Membership of the Senate. This committee shall be known as the Committee on Faculty Elections. It shall be elected by the Faculty Membership, upon written nomination by Faculty Members of the Senate submitted to the Faculty Membership at least 7 days prior to the election. Each autumn the Faculty Membership shall elect one member to the Committee, who shall serve for three years. Should a member of the committee resign before completing his term of office, the Faculty Membership shall elect a Faculty Member to serve out the unexpired term. [The present members of the Committee on Elections for the Faculty Council shall serve out their term of office as members of the Committee on Faculty Elections.] All decisions of this committee shall be subject to the approval of the Faculty Membership of the Senate.

(2) Each college and each Regional campus shall constitute an election district; so shall the Library; so shall the combined Departments of Military, Naval, and Air Force Aerospace Studies. Each election district shall elect the number of members specified by the Committee on Faculty Elections. Each election district shall elect at least one Member. No person is eligible to represent one election district while serving as representative of another.

(3) Elections shall be heid in the Spring Quarter of each year for terms beginning in the following Autumn Quarter. Each Member shall be elected for three years and shall for one year thereafter be ineligible for election. Service to complete an unexpired term and service as an Alternate do not make one ineligible for immediate re-election.

(4) The Committee on Faculty Elections shall determine which election districts are en-

titled to more representatives than one in accordance with the following formula:

a. Determine how many University faculty members within the election district are on Regular contract and are based at least 75 percent on the Columbus or a Regional campus;

b. Apportion the elected membership so that each election district is represented in that proportion which its membership as described above bear to the total of such members in the University, but each district shall have at least one representative.

(5) Faculty Representatives from the Colleges, from the Library, and from the combined Departments of Military, Naval, and Air Force Aerospace Studies shall be elected in the following manner. The Committee on Faculty Elections shall solicit from the faculty of each election district nominations for representatives to be elected from that district. The Committee on Faculty Elections shall then make up a ballot containing names three times the number of representatives to be elected. It shall place on the ballot the names of those persons most often nominated. However a person's name shall not be placed on the ballot until he has consented to its being placed there.

The Committee on Faculty Elections shall mail the ballots to University faculty members on Regular contract wherever located. Faculty members shall then mark their ballots and return them to the Committee on Faculty Elections by mail. The Committee shall declare those persons who received the largest number of votes within an election district to be the elected Members from that district. Those who receive the next largest number of votes shall be declared Alternates. There shall be as many Alternates as Members in each election district.

(6) Faculty Representatives from Regional campuses shall be elected in accordance with procedures developed by the faculty of each campus.

(7) In the event of vacancy during the term of an elected Faculty Member, the Faculty Members of the Senate shall elect a successor from the same election district to serve until the next general election, when the vacancy shall be filled by election for the unexpired term.

If a Faculty Member is to be absent for three quarters or more, but wishes to serve the rest of his term following his absence, the Faculty Members of the Senate shall elect a substitute from his election district.

(c) The 40 Student Members shall be apportioned and selected as follows:

(1) 25 Undergraduate Students to be apportioned in the following manner:

1 The President of the Undergraduate Student Government

6 Six Students to be elected directly by their constituencies according to procedures to be determined by the Undergraduate Student Assembly to represent the following constituencies:

Apartment and Rooming House Districts (2 representatives)
South Campus Student Association (1 representative)
West Campus Student Association (1 representative)
North Campus Student Association (1 representative)
Town Students (1 representative)

18 Eighteen Student Members to be elected according to procedures to be determined by the Council of Governments, one to represent each of the following constituencies:

10 One to represent each of the following Colleges:
The Arts, Biological Sciences, Humanities, Math and Physical Sciences, Social and Behavioral Sciences, Administrative Science, Agriculture and Home Economics, Education, Engineering, Pharmacy.

1 Representing University College
1 Representing Black Students
1 Representing Women's Self Government Association
1 Representing Council of Fraternity Presidents and the Panhellenic Association
4 Representing the Regional Campuses:
Lima Campus
Mansfield Campus
Marion Campus
Newark Campus

Wherever reasonable, Members must be elected by direct constituency election.

(2) 5 Five Student Members to be elected according to procedures to be determined by the Inter-Professional Council, one to represent each of the following graduate professional colleges:

Dentistry	Optometry
Law	Veterinary Medicine
Medicine	

(3) 10 Ten Student Members to be elected according to procedures to be determined by the Council of Graduate Students, one to represent each of the following graduate areas:

Administrative Science	Humanities
Agricultural Sciences	Physical Sciences and Mathematics
The Arts	Professional Biological Sciences
Biological Sciences	Social and Behavioral Sciences
Education	
Engineering Sciences	

(4) In the event of a vacancy during the term of an elected Student Member, the Council, Assembly, or other governing body of the constituency which he represents shall elect a replacement to serve until the next general election.

(d) **Qualifications for Membership**

To be eligible for service as Members or Alternate Members of the University Senate:

Faculty Members must be on Regular appointment at least three quarters each year.

Undergraduate, graduate, and professional students must be in good standing and enrolled each quarter (except for Summer Quarter), and shall remain members of the constituencies which they were elected to represent.

SECTION 4: Alternate Members

When a regular Member is unable to attend a meeting of the University Senate, he shall notify the Secretary in advance of the meeting, giving the name of the Alternate who will replace him. The Alternate so designated shall then have the general powers and privileges in the University Senate of the person whom he replaces.

(a) An Administration Member shall designate an Alternate from the Administration.

(b) A Faculty Member shall designate an Alternate from those elected as Alternates in his own election district.

(c) A Student Member shall designate an Alternate from his constituency in one of the following ways:

(1) The President of the Undergraduate Student Government shall name his own Alternate from the Undergraduate Student Body.

(2) If elected from the Student Assembly group, Student Assembly shall declare as Alternates either the runners-up in the Senatorial election or the elected members of Student Assembly.

(3) If elected from the Council of Governments group, the Alternate from each constituency shall be the runner-up in the Senatorial election.

(4) If elected from the Graduate Professional Colleges group, the Alternate from each college shall be the runner-up in the Senatorial election.

(5) If elected from the Graduate Student group, the Alternate from each graduate area shall be the runner-up in the Senatorial election.

SECTION 5: Powers

The University Senate, subject to the authority of the Board of Trustees, shall have the power:

(a) Under delegation by the University Faculty

to establish the educational and academic policies of the University,

to recommend the establishment, abolition, and alteration of educational units and programs of study,

to recommend to the Board of Trustees candidates for Honorary Degrees,

to recommend candidates for degrees and certificates (which power shall be reserved to to the Faculty and Administrative Members of the University Senate);

(b) To consider, to make recommendations concerning, and (ir pursuance of rules pertaining to the University) to act upon matters relating to the rights, responsibilities, and concerns of students, faculty, administrators, and staff.

SECTION 6: Procedures for Reconsideration

Upon petition by 10% of the Student Body or 10% of the Faculty, the Senate shall reconsider any action which it has taken.

SECTION 7: Relationship to Other Bodies

Subject only to the provisions listed below in this section, the representatives to the Senate of the Administration, of the Faculty, and the Students shall have the right to meet separately and to organize themselves in whatever manner they shall deem appropriate. As far as the Senate is concerned, these bodies represent separate Memberships. They may initiate proposals and submit them to the University Senate for consideration. The Senate, however, shall be independent of these bodies, and its actions shall not need their concurrence nor be subject to their review.

The members of the Administration shall designate to the Program Committee one person or officer responsible for submitting to the Senate those proposals and recommendations which come in the name of the Administration.

The elected Faculty representatives to the Senate shall form the Faculty Membership. [Initially the Membership shall consist of those members already elected to serve on the Faculty Council.] The Faculty Membership shall designate to the Program Committee one person or officer responsible for submitting to the Senate those proposals and recommendations which come in the name of the Faculty Membership.

The Student representatives to the Senate shall form the Student Membership and shall designate to the Program Committee one person or officer responsible for submitting to the Senate those proposals and recommendations which come in the name of the Student Membership. The Student Membership shall establish an Elections Committee, which shall be responsible for assuring that the selection of Student Members to represent the several constituencies is made in accordance with the provisions of these Rules.

Nothing in the above shall be construed as restricting the right of a principal standing committee or of individual Members speaking for themselves to submit proposals for Senate action to the Program Committee, or directly to the Senate.

SECTION 8: By-Laws of the Senate

The University Senate shall have the power to organize itself and to make such By-Laws for its own proceedings as shall not contravene the sections of the Ohio Revised Code applying to the University, the By-Laws of the Board of Trustees, or the Rules of the University. The Senate's By-Laws may be amended at any time by a majority of Senate Members present and voting thereon. The By-Laws shall also be the subject of review by the Committee on Rules and Senate Organization at the beginning of each new Autumn session of the Senate.

SECTION 9: Presiding Officer

The President of the University shall be the presiding officer of the University Senate. In the absence of the President or at his request the Provost and Vice President for Academic Affairs shall preside. In the absence of both the President and the Provost, the Chairman of the Steering Committee shall preside.

SECTION 10: Committees

(a) **Organizing Committees:** The University Senate shall have the following three organizing committees:

1. Steering Committee
2. Program Committee
3. Committee on Rules and Senate Organization

(b) **Additional Committees:** In addition to the three organizing committees, the University Senate may establish such standing and select committees as it deems necessary or desirable. The Senate shall determine the method of selection of the members of these committees. Except as may be otherwise prescribed by the Senate in particular cases, the members of these committees shall be elected by the Senate upon written nomination submitted to the Membership by the Steering Committee or by individual Members at least seven days prior to voting on those nominations.

(c) **Membership:** Members of the Steering Committee, Program Committee, and Committee on Rules and Senate Organization shall be Members of the Senate. All other multiple-member committees of the Senate shall include, but not necessarily be limited to, Members of the Senate.

(d) **Committee Chairmen:** Except where otherwise specified by the Senate, each committee shall elect its chairman from its membership.

(e) **Reports of University Committees:** Any University Committee composed, in whole or in part, of students or of members of the University Faculty (Rule 25.01) shall report to the University Senate when so requested by the Senate.

(f) **Composition and Jurisdiction of the Organizing Committees:** The composition and jurisdiction of the three organizing committees of the Senate shall be as follows:

(1) Steering Committee

The Steering Committee shall consist of 13 members apportioned as follows: 6 Faculty, 1 elected Dean, 2 Administrators, and 4 Students. The Faculty representatives, 3 of whom shall be elected each year, and the elected Dean shall serve two-year terms and be ineligible for immediate re-election. The Student mem-

bers shall serve one-year terms but be eligible for election to a second term. The representatives from the Administration shall be the Provost and Vice President for Academic Affairs, and the Vice President for Administrative Operations. The elected members of the Steering Committee shall be chosen as follows:

The Faculty Membership shall nominate a slate of at least 3 and no more than 6 faculty representatives. [For the first election only, 12 faculty members shall be nominated. The 3 receiving the largest number of votes shall serve two-year terms, and the 3 receiving the next largest number of votes shall serve one-year terms.]

The representatives of the Administration shall nominate at least 1 and no more than 2 Deans when a new representative is to be elected.

The Student Membership shall nominate at least 4 and no more than 8 student representatives.

A special meeting of Members selected to serve for the following academic year shall be held in June for the purpose of electing the members of the Steering Committee. Written nominations shall be sent to the Membership at least seven days prior to this meeting. The Membership of the new Senate shall elect the Committee members from among these nominees and voting shall be by written ballot. For the period of time beginning with this election and ending with the start of the Autumn Quarter there will be two Steering Committees.

The Steering Committee shall select its Chairman from among the 6 faculty members of the Committee, and he shall serve for one year.

The Steering Committee shall have the following duties and responsibilities:

(a) It shall be the Senate's committee on committees. It shall have the power to call, by a vote of nine of its members, a Special meeting of the Senate, and shall have such powers and duties as the Senate may delegate to it during periods when the Senate is not in session. It may create subcommittees and may delegate to them any of its powers, functions, and duties.

(b) [The Steering Committee shall replace the Faculty Advisory Committee to the President and the Board of Trustees.] The Steering Committee shall serve as a channel of communication between the University Senate and the President and the Board of Trustees. Its elected members shall be an advisory group available to both the President and the Board of Trustees for advice and counsel on any matter relating to the operation and development of the University. After consultation

with the President, the elected members of the Steering Committee may request and obtain a meeting with the Board of Trustees.

(c) The Steering Committee shall, at the beginning of each year, nominate faculty members for election by the Senate to the Faculty Tenure Hearing Committee described in Rule 21.07, Section 1.

(2) Program Committee

The Program Committee shall consist of 9 members apportioned as follows: 4 Faculty, 3 Students, 1 elected Dean, and the Secretary of the University Faculty. The Faculty representatives, 2 of whom shall be elected each year, and the elected Dean shall serve two-year terms and be ineligible for immediate re-election. The student members shall serve one-year terms and be eligible for re-election. Election shall be by the Senate upon written nomination by Members submitted to the Membership at least seven days prior to the election.

The Program Committee shall serve as continuing liaison between the University Senate and the three constituent bodies as well as the University at large. It shall receive proposals for Senate action and set the Senate's agenda. The agenda shall be mailed to Members at least 7 calendar days prior to the Senate meeting.

All items referred by committees of the Senate, by the Faculty Membership, by the Administration, by the Student Membership, and by individual Senate Members shall be scheduled for Senate consideration. To keep the agenda manageable, however, the Program Committee may assign priority to such items and schedule those it deems less urgent for a subsequent Senate meeting. Proposals not originating within the Senate, its committees, or the constituent bodies may be placed on the agenda; but the Program Committee is also empowered to refer such items to an appropriate committee or body for further study.

With the call for each Senate meeting the Program Committee shall send to Members a brief written report outlining proposals referred for further study.

The Program Committee shall have the responsibility for seeing that committees report as charged by the Senate.

The Program Committee shall seek to identify matters of potential concern to the Senate and shall have the responsibility for working with the principal standing committees and with other bodies in the coordination and planning of the Senate's continuing agenda.

(3) Committee on Rules and Senate Organization

The Committee on Rules and Senate Organization shall consist of 10 Members apportioned as follows: 6 Faculty, 3 Students, and the Secretary of the University Faculty. The Faculty representatives, 3 of whom

shall be elected each year, shall serve two-year terms and be ineligible for immediate re-election. The Student Members shall serve one-year terms, and be eligible for re-election. Election shall be by the Senate, upon written nomination by Members, submitted to the Membership at least seven days prior to the election.

The Committee on Rules and Senate Organization shall have the following functions and responsibilities:

(a) The Committee, in cooperation with the Secretary of the University Faculty, shall be responsible for the formal supervision of the published **Rules of the University** and of all statutes and by-laws pertaining to the University Senate. It shall keep all published statutes and rules within its purview up to date and shall plan their re-publication at such intervals as may be desirable. It shall supervise the Procedural Rules for the University Senate and make appropriate recommendations for revision as required.

(b) Following Senate action, the Committee shall receive all proposed new rules and changes in existing rules. It shall recommend to the Senate such editorial and other changes as it deems appropriate or necessary to avoid conflict with other rules and University regulations. Its recommendations shall be presented for final action at the next regular meeting of the Senate. If the Committee is unable to report at this time, it shall inform the Program Committee of the reasons so that they may be included in the Program Committee's report on items pending but not on the agenda.

(c) The Committee may initiate rules or changes in existing rules and recommend them to the Program Committee for scheduling for Senate action.

(d) The Committee shall review the structure and operation of the University Senate. It shall receive suggestions and initiate recommendations for change, as need and advantage may appear; in addition, it shall submit a formal report at the end of two years containing its conclusions and specific proposals. The Committee shall have continuing responsibility for assessing the structure, operation, and effectiveness of the Senate, without, however, in any way restricting the Senate's authority to alter its operation by other means.

BY-LAWS FOR THE UNIVERSITY SENATE

SECTION 1: Rules of Order

Unless otherwise indicated, all meetings of the University Senate shall be conducted in accordance with **Robert's Rules of Order.**

SECTION 2: Meetings

The Senate shall meet at least once each month during the Autumn, Winter, and Spring Quarters. Special meetings may be scheduled by the majority vote of Senate Members present and voting. Special meetings shall also be held at the call of the President of the University or at the call of the Steering Committee. If 25 or more Senate Members request in writing a special meeting, it shall be called and held. If specifically requested in the petition, it shall be held within four calendar days after the receipt of the petition by the President or by the Chairman of the Steering Committee.

Written notice of the time and purpose of all meetings shall be given to all Members of the Senate in advance of the meeting.

Meetings of the University Senate shall be open to the public and to the media unless they have been designated closed by the Program Committee and such designation has not been over-ruled by a majority vote of the Members of the Senate present and voting thereon. A majority of Senate Members present and voting may also designate a meeting or a portion of a meeting closed.

SECTION 3: Agenda

The Senate shall prepare its own agenda, and the Program Committee of the Senate shall serve as the agenda committee. The Senate's agenda shall include all matters referred to the Program Committee by individual Members, members of the Administration, the Faculty membership and the Student membership as well as all matters referred by the various special and standing committees of the Senate, including the Program Committee itself. The agenda may also include items referred to the Senate by any member of the University community.

The agenda shall be mailed to Members at least seven calendar days prior to the Senate meeting, and the Program Committee shall also provide for its publication in the **Lantern** prior to each regular meeting.

SECTION 4: Order of Business

The order of business shall include:

(1) Call to order
(2) Reading and approval of the minutes
(3) Special Orders
(4) Reports from the Colleges

(5) Reports of the principal Standing Committees
(6) Reports of special committees, Councils and Boards
(7) Reports of the Administration, the Faculty Membership and the Student Membership
(8) Unfinished Business
(9) New Business
(10) Comments and Announcements
(11) Adjournment

SECTION 5: Floor Privileges

Proposals, measures, and resolutions shall be introduced on the Senate floor by Members of the Senate only. Members of the University community who are not Members of the Senate may be granted the right to speak, but not to vote, on matters before the Senate. When a request is made for this privilege, the Chair shall ask the Senate for objections and, hearing none, shall grant permission to speak. If objections are raised, the privilege shall be extended only by a majority vote of the Members present and voting.

SECTION 6: Quorum and Voting

A simple majority of the membership of the University Senate shall constitute a quorum for the conduct of the Senate's business.

Action by the Senate shall be by a majority of Members present and voting and shall normally be by voice vote, except as otherwise required by these Rules or by **Robert's Rules of Order.**

When a division of the Senate is taken, the Chair shall include the division when announcing the results.

SECTION 7: Proposals for Senate Action

Any member of the University community may submit proposals for Senate action to the Program Committee. Items referred by committees of the Senate, by the Faculty Membership, by the Administration Membership, and by the Student Membership shall be scheduled for Senate consideration. Proposals originating elsewhere may be referred by the Program Committee to an appropriate committee for further study, and this disposition shall be reported to the full University Senate. Members of the Senate shall have the right to submit proposals directly to the Senate.

SECTION 8: Committee Reports

The majority of the members of any principal standing committee of the Senate may report on any matter before the committee. A majority of the Members of the Senate present and voting may require a standing committee to report at the next regular meeting of the Senate.

SECTION 9: Staff

To the extent possible and provided for in the University's budget, the University shall furnish staff assistance to the University Senate and to its committees in connection with its official business, as may be authorized by the Steering Committee of the University Senate.

SECTION 10: Student Attendance

Student Members shall not be penalized for missing classes and related academic activities while attending meetings of the Senate or its committees. Students will be expected to complete usual course requirements.

SECTION 11: Minutes and Reports of Senate Meetings

Official minutes of Senate meetings shall be taken and kept by the Secretary of the University Faculty. A report on the deliberations and actions taken at each Senate meeting shall be prepared by the Program Committee and published in the **Lantern.**